

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

EXECUTIVE SECRETARY II - 14032

Option 2 – Typing

Option MC2 – Manual Communication (Typing)

Option S2 - Spanish Speaking (Typing)

Option 3 – Dictation

Option MC3 - Manual Communication (Dictation)

Option S3 - Spanish Speaking (Dictation)

Select options of your choice.

*Monthly Salary Range: \$2857 - \$4079

*The rate of pay may vary for certain specified areas where negotiated rates have been established.

General duties: An Executive Secretary II performs administrative secretarial work for the manager of an agency's medium program; or performs secretarial work for the manager of an agency's major program; prepares and/or types documents which have an impact on program policies and procedures as well as collective bargaining issues; may supervise staff engaged in lower level office support functions.

Desirable training and experience: Two years of secretarial or business college plus two years of secretarial experience; or completion of high school, plus four years of secretarial experience; or equivalent training and experience.

Knowledges tested: English usage, Public relations, Office practices, Reading comprehension, Filing, Supervision.

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, all candidates must demonstrate ability to type from copy at a minimum net rate of 55 words per minute. Options 3 and S3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

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EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Length of Eligibility: One year.

Equipment for Performance Test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Option MC2 and MC3 - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option S2 and S3 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 2 positions are established: Cook (SS), DuPage, Jefferson, Kane, Lake, La Salle, Montgomery, Peoria, Sangamon, Schuyler, Williamson, Winnebago.

Counties in which Option 3 positions are established: Adams, Cook (SS), Kane, Morgan (MC), Sangamon, Union, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

4-16-89

(MC-01 \$2228 - \$3813) Salary 12-2-05,

*(RC-014-14 \$2857 - \$4079) Salary 7-1-06,

Counties Updated 8-1-06,

TX 6-3-02